



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEPR-ZA (715)

8 July 2003

MEMORANDUM FOR COMMANDER/DIRECTORS, ALL USACE COMMANDS,  
(DIRECTOR/CHIEFS OF CONTRACTING)

SUBJECT: PARC Instruction Letter (PIL) 2003-13, Education Requirements for Contracting Officers (CO) Who Administer Contracts Above the Simplified Acquisition Threshold (SAT) And/Or With Warrants Above SAT

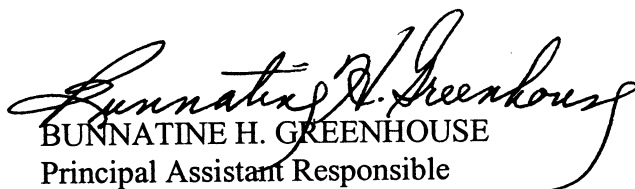
1. Reference SFAE Memorandum dated 2 June 2003, SAB.

2. This PARC Instruction Letter 2003-13 is issued to reemphasize the minimum educational requirements for contracting officers authorized to administer contracts valued in excess of the Simplified Acquisition Threshold (SAT) and/or issued warrants with monetary limitations above the SAT and to provide acceptable courses for the 24 hours requirement under each discipline in the statute. This HQDA Acquisition Corps interpretation should assist in determining candidates who have completed the necessary requirements for ACO warrant consideration, with less ambiguity.

3. The POC for this PIL is Sylvia J. Moody, CEPR-P, 202-761-4700, email: sylvia.j.moody@hq02.usace.army.mil.

FOR THE COMMANDER:

Encl

  
BUNNATINE H. GREENHOUSE  
Principal Assistant Responsible  
for Contracting



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103  
June 2, 2003

SFAE

MEMORANDUM FOR CHIEF, THE OFFICE OF THE PRINCIPAL ASSISTANT  
RESPONSIBLE FOR CONTRACTING, U.S. ARMY  
CORPS OF ENGINEERS, WASHINGTON, D.C.  
20314-1000

SUBJECT: Education Requirements for Contracting Officers (CO) Who Administer  
Contracts Above the Simplified Acquisition Threshold (SAT) And/Or With  
Warrants Above SAT

10 U.S.C. 1724(a)(3)(A) of the Defense Acquisition Workforce Improvement Act, as amended, established the following minimum educational requirements for contracting officers authorized to administer contracts valued in excess of the Simplified Acquisition Threshold (SAT) and/or issued warrants with monetary limitations above the SAT:

*"Contracting Officers must have received a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees **and** have completed 24 semester credit hours (or equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management."*

The AAC uses the American Council of Education (ACE) listing of business/management disciplines and subject areas for the purpose of awarding business credit hours. A copy of the ACE list is enclosed; however, it does not include all business courses that may meet the business requirement. Please contact Ms. Thomasine L. Coleman, Proponency Officer for Contracting, (703-704-0109), or e-mail: [thomasine.coleman@us.army.mil](mailto:thomasine.coleman@us.army.mil), for additional information on business courses.

MARY FULLER  
Colonel, SC  
Deputy Director  
Acquisition Career Management

Enclosure

## **GLOSSARY**

### **BUSINESS/MANAGEMENT DISCIPLINE**

**Accounting**

**Business Finance**

**Contracts**

### **AMERICAN COUNCIL ON EDUCATION SUBJECT AREA**

**Cost Accounting Standards**

**Business Communications**

**Business and Personnel**

**Business Statistics**

**Cost Analysis**

**Financial Cost Management**

**Financial Planning and Analysis**

**Inventory Management**

**Resource Planning**

**Risk Analysis**

**Acquisition Contracting**

**Acquisition Management**

**Business Communications in**

**Contracting Writing**

**Business Contract Law**

**Contract Administration**

**Contract Law**

**Contract Management**

**Contract Pricing and Negotiation**

**Contracting Management**

**Cost and Price Analysis**

**Government Contracting**

**Government Contract Law**

**Procurement**

**Procurement and Contracting**

**Procurement Management**

**BUSINESS/MANAGEMENT  
DISCIPLINE**

**AMERICAN COUNCIL ON EDUCATION  
SUBJECT AREA**

**Economics**

**Cost and Price Analysis  
Cost Analysis  
Economic Analysis  
Economic Principles and  
Decision Making  
Economics and Financial  
Management  
Economics**

**Industrial Management**

**Automated Systems in  
Logistics Management  
Civil Engineering  
Management  
Environmental Management  
Engineering and Analysis  
Logistics Management  
Logistics and Materiel  
Management  
Manufacturing Management  
Materiel Acquisition Process  
and Support Systems  
Property Disposal Management  
Supply Management  
Systems Management  
Systems Engineering Technology  
Warehousing Operations**

**Law**

**Commercial or Business Contracts  
Contract Law**

**Organization and Management**

**Business Administration  
Advanced Management (Math)  
Business  
Business Management**

**BUSINESS/MANAGEMENT  
DISCIPLINE**

**AMERICAN COUNCIL ON EDUCATION  
SUBJECT AREA**

**Organization and Management**

Business and Personnel  
Management  
Computer Programming  
Computer Programming and  
Systems Development  
Computer Sciences, Data  
Processing  
Data Entry and Automated  
Systems Input  
General Management  
Human Resource Development  
Leadership and Group  
Decision Process  
Management Science  
Management and Leadership  
Managerial Analysis  
Manpower Management  
Materiel Management  
Methods of Adult Education  
Organizational Behavior  
Personnel Administration  
Principles of Management  
Quality and Reliability  
Assurance  
Research and Development  
Management  
Strategic Management  
Survey of Program Operations

**Purchasing**

**Basic Purchasing**

**Quantitative Methods**

Business Statistics  
Computer Science  
Decision Risk Analysis  
Operations Research  
Probability Statistics  
Quantitative Analysis  
Statistics